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Weekly Report for Week Ending 15 April 1959 from
Records Disposition Branch

1. Contributions

Received and approved revised items for ORR records schedule.

2. Assignments

25X1

Filing Equipment []

EE/DD/P

Suspended until further notice

FE/DD/P

Suspended until further notice

Security/Building 13

Equipment on order X

OCR/Library

Completed 18 March

25X1

OO/Contact Division []

No change from previous report

OP/Contract Personnel Division

No change from previous report

OP/Records Services Division

No further action since recommendation to repair equipment was submitted.

25X1

Visited [] to inspect a unit of Rol-Dex equipment. Condition of unit is poor and length of unit, (12½ ft.) defeats the use of this equipment in any known area at present.

25X1

I was accompanied on this trip by [] of DD/P and [] OO/FBID, and a tour of the warehouse for them was conducted by []

25X1

25X1

25X1

b. Records Systems

None

c. Records Schedules

25X1

OO/FDD [] and team)

Schedule is still with the ARO for review. A list of the bootleg forms found in FDD has been compiled for Forms Branch.

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d. Special Projects

25X1

OSS Records/RI []
Inventory continues.

Support Staff Records/DD/P []
Survey continues in SR.

25X1

Review of clerical training in filing []
Continued work on improvement of training aids. Received from IAS Pool some revised practice and test materials for classifying.

25X1

Reissuance of Handbook for Subject Filing as unclassified publication and as training manual. []

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25X1

Reviewed [] for changes required by sterilization to permit its wider use in Headquarters [] Issuance of [] Subject Filing, as unclassified training manual. Revised copy at Printing Plant since 7 April.

25X1

25X1

Emergency Filing Equipment []

25X1

Collecting facts on annual increase of records volume and use of Vital Materials during exercises and Operation Alert. Completed research of Government and Industry recommendations on protecting records against disasters. Examining the background and distribution of current "Standby" emergency filing equipment.

25X1

3. Vital Materials []

A meeting was held with Mr. Kerlin, Civil Service Commission, to discuss the CSC Vital Materials program. A memorandum of the meeting plus a copy of a listing of CSC records stored at the relocation site is on file in our CSC Vital Materials case folder.

Microfilming in OCR/GR and the Office of the Comptroller continues. Due to camera difficulties it will be necessary to retake the OCR/IR town folder briefs.

Meeting was held with [] ORR/Services Communication Branch to make arrangements for microfilming of their estimates files.

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4. News

Friday, April 10, members of the Branch attended the Management Staff Training Session to hear [] review the AMA Seminar on present-day Simulation Techniques.

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[] Medical Staff, met with [] to discuss the courier receipt and logging system in Medical Staff. As a result, the system is being promoted and urged for use throughout the Staff on a trial basis. [] will report back to us after the trial period ends.

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